

SUMMER EMPLOYMENT

Positions are for summer employment only and will terminate effective September 30, 2003

VACANCY ANNOUNCEMENT NUMBER: 03-003

POSITION (Title, Series, Grade): Program Support Clerk (Office Automation), GS-0303-04

SALARY: \$23,744 - \$30,026 per year

NUMBER OF POSITIONS TO BE FILLED: 2

OPENING DATE: 04/01/03

CLOSING DATE: 04/15/03

AREA OF CONSIDERATION: Qualified individuals in the Washington D.C. commuting area.

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Ms. Roberts, (202) 208-8000, Ext. 1100

MAJOR DUTIES:

If selected for the position, you will work closely with the Special Assistant to the Director. Your duties will include, but are not limited to, ensuring all needs with regard to correspondence, memoranda, reports, letters, and sensitive materials are processed in a timely manner; preparing correspondence, reports, and other memoranda containing technical and legal terminology; screening correspondence prepared for the signature of the Director and Deputy Directors; assisting in maintaining an effective and easily accountable filing and indexing system; assisting other divisions within the Agency in preparing for agency ethics program reviews and preparing for international visitors; and to perform other duties as assigned.

QUALIFICATIONS REQUIRED:

For the GS-4 grade level you must have 2 years of education above high school or 1 year of general work experience.

You must be enrolled as a degree seeking student taking at least a half-time academic or technical course load in an accredited 2 or 4 year college or university, graduate, or professional school.

Typing speed of 40 words per minute.

You must be a citizen of the United States.

You must be at least 16 years of age at time of appointment.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position does not have entitlement to employee benefits, such as health, life insurance, or retirement.

CONDITIONS OF EMPLOYMENT:

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non- citizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

This is not a drug-testing designated position.

Government facilities are required to provide a smoke free environment for their employees.

Smoking will be permitted only in designated areas.

HOW TO APPLY:

Your qualifications will be evaluated solely on the information submitted in the application. Failure to submit all of the information requested may result in you not receiving full consideration. All application materials become the property of the Office of Government Ethics and will not be returned.

If you have a disability, are a disabled veteran, and/or eligible for a noncompetitive appointment under a special appointing authority, you must clearly indicate your eligibility on your application and be prepared to show proof upon request.

1. Resume, OF-612, Optional Application for Federal Employment, or other written application format of your choice. The OF-612 is available on the Office of Personnel Management's electronic forms website at www.opm.gov/forms/. Be sure to provide all of the information requested below:

- S Job announcement number, title, series, grade and location for which you are applying
- S Social Security Number
- S Country of Citizenship

- S If you were previously employed by the Federal Government, show your highest Federal civilian grade held, job series, and dates of employment in the grade
- S Education - Colleges or universities (name, city, state), course of study, type and year of any degrees received.
- S Work experience including dates of employment, employer's name address and phone number

2. If you are claiming veteran preference, you must submit a copy of your DD-214 and, if you are disabled, you must submit a SF-15 with letter from the Department of Veterans Affairs.

SEND APPLICATION TO:

U.S. Office of Government Ethics, ATTN: Human Resources, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917.

Please indicate the announcement number on the application materials as well as the envelope. Applications sent at Government's expense will not receive consideration.

If you are mailing your application, it must be postmarked by the closing date of the announcement and received within five (5) working days.

If you are hand delivering your application, it must be received by close of business of the closing date of the announcement.

If you are faxing your application, it must be faxed by the closing date of the announcement. Fax applications to (202) 208-8036.

The U.S. Office of Government Ethics is an Equal Opportunity Employer.

Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization, personal favoritism or any other non-merit factors.